



ALTERNATE EXAMINATION APPLICATION (Business and Professional Courses – DISTANCE/ONLINE)

CONDITIONS

- You may apply for an alternate examination if you were unable to sit the final examination of your course which started no earlier than September, 2011.
- You are NOT ELIGIBLE to apply for an alternate examination if you received a failing grade in your course.
- Alternate examinations are held once per semester at a proctored examination centre.
These dates cannot be altered or transferred.
- The weighting of the mark achieved in the alternate examination will be identical to the original weighting of the final examination of your course. Check your course outline for the grade weighting.
- Payment must be included with your application form or it will not be considered.

NAME AND CONTACT INFORMATION

Surname		Given Name	
SCS Student Number		Mailing Address	Number, Street
Suite	City	Province	Postal Code
Daytime Telephone Number		Fax Number	
Email Address			

COURSE (for which you are applying for an alternate examination)

SCS Course Number	Course Title

* Please indicate your preferred examination location on the line below:

EXAMINATION DATE: APRIL 28, 2012

Applications must be received in our office by **February 13, 2012**. Late applications will not be accepted.

ALTERNATE EXAMINATION FEE

\$150 CDN This fee is non-refundable and non-transferable.

PAYMENT: FULL PAYMENT MUST ACCOMPANY THIS FORM			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Certified Payment (e.g. certified cheque or money order)
Credit Card Number		Expiry Date	Name on Card
Signature of Cardholder		Date	

Complete form and mail to:

Student and Instructor Services
Alternate Examination
University of Toronto School of Continuing Studies
158 St. George Street
Toronto, Ontario M5S 2V8

Or fax to:

416-978-6666

Student's Signature _____ Date: _____